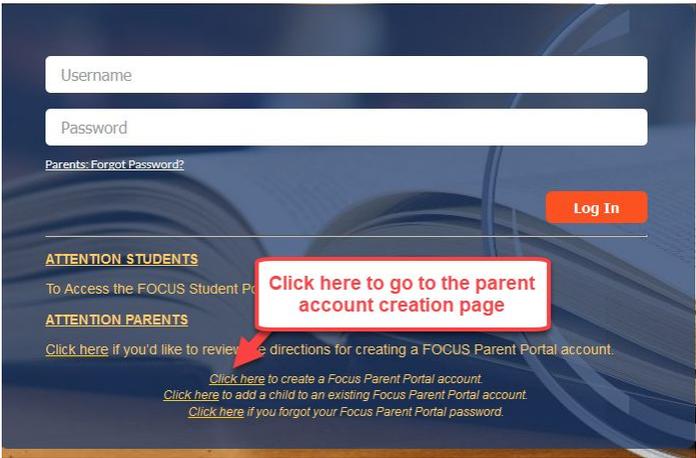# FOCUS BPS Parent Registration and Login
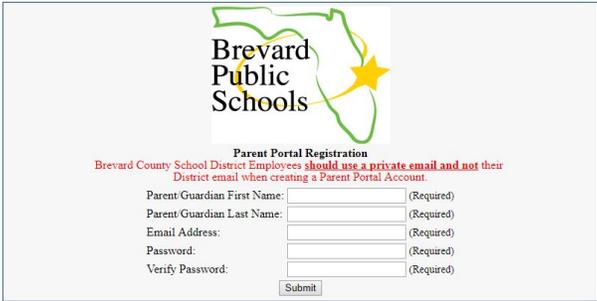
Document link: https://goo.gl/UNNexF
Parent video on using FOCUS: https://vimeo.com/287515571

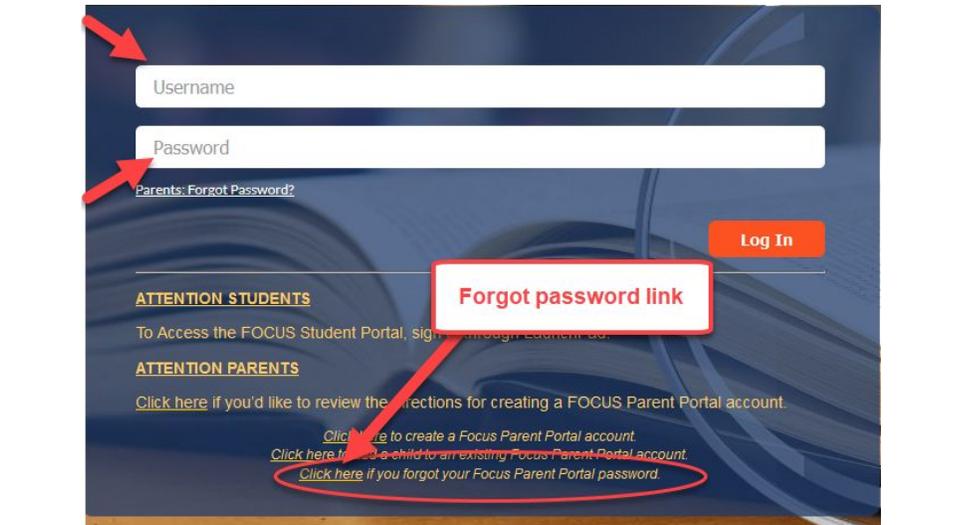|	
1 **Using** <u>Google Chrome</u> **as your Browser,** **Go to** **www.tinyurl.com/BPSFocusParent**	**www.tinyurl.com/BPSFocusParent** Username Password Parents: Forgot Password? Log In ATTENTION STUDENTS To Access the FOCUS Student Po... **Click here to go to the parent account creation page** ATTENTION PARENTS Click here if you'd like to review the directions for creating a FOCUS Parent Portal account. Click here to create a Focus Parent Portal account. Click here to add a child to an existing Focus Parent Portal account. Click here if you forgot your Focus Parent Portal password.
2. Click on "CREATE ACCOUNT" (if you are looking to **add another student** to your existing account, click that link instead)	DO YOU HAVE MORE THAN ONE STUDENT IN THE DISTRICT? If you have more than one student enrolled in the District, you only need to cr... FOCUS P... P... ... You can add additional students to your account by clicking the "I have an Account R... ... ... to ADD A CHILD" link below. **After logging into your account, you will need your...** ...and PIN. **Click here to create an account.** QUESTIONS? If you need assistance with your FOCUS Parent Portal account, please cont... CREATE ACCOUNT I have an Account Registered on the Parent Portal but would like to ADD A CHILD I have Forgotten My Password and would like to generate a new one
3. Fill in the information - **BPS email addressed are not to be used for parent accounts.**	Brevard Public Schools **Parent Portal Registration** Brevard County School District Employees **should use a private email and not** their District email when creating a Parent Portal Account. Parent/Guardian First Name: _____ (Required) Parent/Guardian Last Name: _____ (Required) Email Address: _____ (Required) Password: _____ (Required) Verify Password: _____ (Required) Submit
4. Enter in your student's information and type in the PIN code you received. **The PIN code is case sensitive.** If you enter in the wrong information, you will be notified on the screen with a message in red.	Please enter your student's information: Student ID: _____ (Required) Student's Birthdate: January ▼ 1 ▼ 2018 ▼ (Required) PIN: _____ (Required) ☐ I'm not a robot reCAPTCHA Privacy - Terms Add Student Please enter your student's information: **The information you entered does not match a student in our system.** Student ID: _____ (Required) Student's Birthdate: _____ (Required) PIN: _____ (Required)

Once completed, you will confirmation of the student you've attached to your parent account and have the option to add another student.	**=students** C Q Search Students [I would like to ADD ANOTHER CHILD] [I am FINISHED adding students CREATE MY ACCOUNT]
Once you select finished, you will get your confirmation screen.	**=success** C Q Search Brevard Public Schools Thank you for registering! Your account has been created. Username: [click here to LOGIN to the Parent Portal]
To log in after you create your account, go to the parent page at www.tinyurl.com/BPSFocusParent to log in with your new parent account information.	
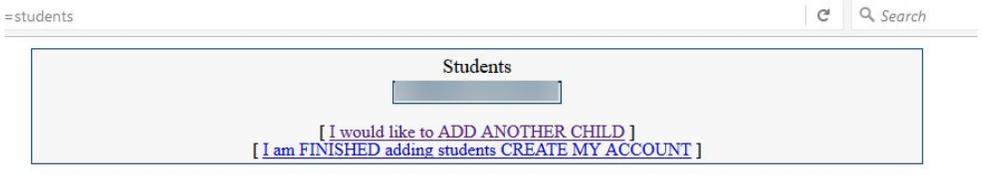
Forgot Password and Account Lock-Out

You will be locked out after 5 failed login attempts. If you are locked out, you will need to reset your password. The school cannot unlock your account.

==**If you forget your password,**== click on the forgot password link**.** You will be prompted for your email address, and password reset instructions will be emailed to the address you provide. Click on the link in the email.	Username Password Parents: Forgot Password? **Log In** **Forgot password link** **ATTENTION STUDENTS** To Access the FOCUS Student Portal, sign... through Eastern ad... **ATTENTION PARENTS** Click here if you'd like to review the ...rections for creating a FOCUS Parent Portal account. Click ...re to create a Focus Parent Portal account. Click here t... ...d a child to an existing Focus Parent Portal account. Click here if you forgot your Focus Parent Portal password.

After clicking the link in the email, you will be taken to a FOCUS screen. Click on the "Click to view your new credentials" button.	**Brevard Public Schools** We have generated a new random password for you. You can now login using the credentials below: Click to view your new credentials [Click here to LOGIN to the Parent Portal]
You will see your temporary password on the screen. 1. Be sure to write this temporary password down as you will need it once you log in again to change your account password. 2. Click to login again to the parent portal	**Brevard Public Schools** 2. After you write down your temporary password, click here to login to the parent portal 1. Write this password down as you will need it to reset your password when you log back in We have generated a new random password for you. You can now login using the credentials below: Username: Password: [Click here to LOGIN to the Parent Portal]

IF you reset your password but never get the email, try to register again.